

Election Day Contingency Plan

When all the Pollbooks, and/or all the Scanning Units, and/or all the Ballot Marking Devices become inoperable or unavailable, **notify the Board of Elections (240-777-8543) immediately**. Until the Board of Elections can respond, follow the procedures described below.

1. *Electronic Pollbook Back-Up* – This contingency plan is implemented if **none** of the electronic pollbooks in a precinct are functioning. Keep the plan in place until the electronic pollbooks or their replacements are functioning.
 - a. To check in voters, use the paper precinct register (found in a brown accordion folder in the Red Supply Bag) and State of Maryland blank *Voter Authority Cards* (found in a box in the Red Supply Bag).
 - b. For voting, follow the normal process to issue a pre-printed ballot and privacy sleeve or ballot activation card.
2. *Ballot Marking Device Back-Up* – Use this contingency plan if **none** of the ballot marking devices in a precinct are functioning. Keep this plan in place until the ballot marking devices or their replacements are functioning.
 - a. To check in voters, follow the normal process with the electronic pollbooks. If the electronic pollbooks are not functioning, follow the process described above.
 - b. For voting, issue pre-printed ballots and privacy sleeves.
 - c. For voters who need assistance completing their ballots, complete *Voter Assistance Forms* as necessary.
3. *Scanning Unit Back-Up* – This contingency plan is implemented if **no** scanning unit in the precinct is functioning. Keep the plan in place until a scanning unit is functioning.
 - a. To check in voters, follow the normal process with the electronic pollbooks. If the electronic pollbooks are not functioning, follow the process described above.
 - b. For voting, follow the normal process to issue a pre-printed ballot and privacy sleeve or ballot activation card (if the ballot marking device is functioning). After marking the ballot, the voter will put the voted ballot in the emergency compartment. This ballot will be tabulated later.